

# NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625  
www.state.nj.us/agriculture

**POSITION TITLE:** Manager, Food Distribution Programs (Unclassified)

**ISSUE DATE:** September 11, 2017

**CLOSING DATE:** September 25, 2017

**SALARY RANGE:** Commensurate with education & experience

**LOCATION:** Trenton, New Jersey  
Division of Food and Nutrition

**ANNOUNCEMENT NUMBER:** 22-17

**POSITION NUMBER:** 937208

## POSITION DESCRIPTION

Under the direction of the Director, Division of Food and Nutrition, Department of Agriculture, manages, plans, organizes, directs and monitors programs involving the requisition, receipt, storage, allocation, distribution, accounting and inspection of the United States Department of Agriculture (USDA) food commodities used throughout the State of New Jersey. Responsibilities include, but are not limited to:

- Manages, plans, organizes and directs the accounting and allocations, field inspection, storage, distribution and compliance functions in support of all units of the Food Distribution Program within the Division of Food and Nutrition;
- Supervise staff within the Food Distribution Programs; manages staff operations in the areas of development, implementation and evaluation of all program aspects;
- Manages, plans, organizes and develops, in accordance with Federal requirements, appropriate State and local facilities, processes, and mechanisms to receive, store, distribute and utilize federally donated food commodities;
- Manage and coordinate the warehouse and processed commodity programs in efforts to expand the utilization of donated foods to recipient agencies;
- Directs The Emergency Food Assistance Program involving the distribution of foods and administrative funds to participating Emergency Food Organizations;
- Works with Emergency Management officials in formulating and coordinating plans to provide timely food commodity support at times of natural and major disasters;
- Plans, organizes, and participates in workshops or seminars involving USDA food commodity distribution programs;
- Manage financial responsibilities and annual budget requests;
- Establishes operating standards and procedures and makes recommendations for program and organizational improvements;
- Develops and maintains liaison with various State Departments, the USDA Mid-Atlantic Region, local governments, contracted commercial warehouses, and outside agencies pertaining to food distribution

## REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in food and nutrition, business administration, or a field related to the area of assignment.

**NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with resume. Failure to comply with these requirements may result in ineligibility.

**EXPERIENCE:** Five (5) years of professional, administrative, supervisory, financial and executive management experience in food and nutrition, business administration, or a field related to the area of assignment. This shall include, but not be limited to, the direct supervision of management level personnel.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.

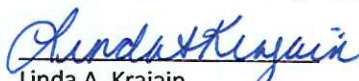
**RESIDENCY LAW:** Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

**\*\* AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

## APPLICANT INFORMATION

Applicants should submit a cover letter with announcement number, resume, and college transcripts by the closing date to: Heather Knox, Personnel Assistant 3, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625 or to [njdajobs@ag.state.nj.us](mailto:njdajobs@ag.state.nj.us).

POSTING AUTHORIZED BY:

  
Linda A. Krajain  
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer  
Minorities and women are encouraged to apply